



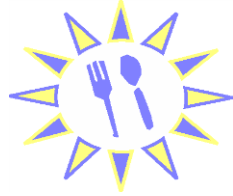
SUMMER FOOD SERVICE PROGRAM

2018 Summer Food



OPERATIONAL (Food Service) Training

Why Summer Feeding?



- Nutritious meals and snacks for children
- Activities that are safe, fun, and filled with opportunities for learning
- Support for family food budgets
- Financial support for school nutrition programs through free meal reimbursement rates
- Additional employment opportunities for part-time nutrition program employees



SFSP Guidance



- 2018 Trainings - USDA requires us to use the most recent guidance
- SFSP Program Guidance link:
<https://www.fns.usda.gov/sfsp/handbooks>
 - ▶ 2016 SFSF Administrative Guidance for Sponsors
 - ▶ 2016 SFSP Nutrition Guidance for Sponsors
 - ▶ 2017 SFSP Sponsor Monitor's Guide
 - ▶ 2017 SFSP Site Supervisor's Guide
- <https://www.fns.usda.gov/sfsp/policy> Read any SFSP policies released since March of 2017 to present, the last SFSP Administrative Training.

South Dakota SFSP - Seriously Deficient Check List



Serious Deficiencies are grounds for disapproval of applications and for termination – impacts all Child Nutrition Programs

- 1) Noncompliance with bid procedures & contract requirements
- 2) Private Non-profit with IRS tax-exempt status revoked are immediately terminated and declared Seriously Deficient SFSP04-2017
<https://www.fns.usda.gov/sites/default/files/sfsp/SFSP04-2017os.pdf>
- 3) Submission of false information to the State Agency
- 4) Failure to return to SA any startup or advance payments which exceeded the amount earned for meals served
- 5) Violations at a significant portion of the Sponsor's site such as...see next slide

*Sponsor Site Violations leading to
declaration of Seriously Deficient examples:*



- 1) Noncompliance with the meal service times set forth at 225.16(c)
- 2) Failure to maintain adequate records
- 3) Failure to adjust meal orders to conform to variations in the number of participating children
- 4) The simultaneous service of more than one meal to any child
- 5) The claiming of Program payments for meals not served to participating children
- 6) Service of a significant number of meals which did not include required quantities of all meal components
- 7) Excessive instances of off-site meal consumption
- 8) Continued use of a FSMC that is in violation of health codes.



Participant Eligibility

- The child must be 18 or under to receive meals through the SFSP.
 - ▶ A person that is 19 years of age and over and determined by a State or Local educational agency to have a mental or physical disability may also receive meals under the program
 - ▶ The person must also participate during the school year in a public or private nonprofit school program established for the mentally or physically disabled, is also eligible to receive SFSP meals.

Site Responsibilities



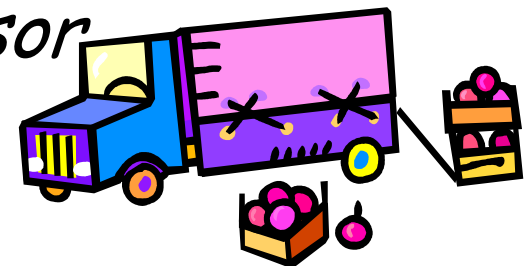
- Attend training(s) - office and food service and food service management/vendor staff put on by sponsor prior the beginning of summer meal program.
- Prevent discrimination.
- Supervise children as they eat in approved dining area.
- Serve or Offer reimbursable meals to all children.
- Meal count staff - Know what makes reimbursable meals if site is doing offer verses serve and assist children in taking reimbursable meal.
- Maintain complete and accurate paperwork
- If self-preparation site, maintain proper sanitation and health standards as required by State and local law
- If vended site, order and receive meals.

Vended or Central Kitchen

Delivery of Meals



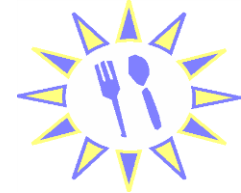
- Meals can be delivered no more than 1 hour prior to the beginning of the meal service
- Proper facilities must exist onsite for storing food at the proper temperatures.
- Site Supervisor Guide page 6, 27; Admin Sponsor Guidance & also *page 10-11 of 2017 Sponsor Monitor's Guide* lists considerations
- Signed delivery receipts required





Site Types

- **Open site** – All children eat free without the need of additional paperwork because the site is *area-eligible*. Publish first come, first serve basis.
- **Restricted Open** -Normally open site, restricting attendance for reasons of security, safety, or control. 7 CFR 225.2
- **NOTE** Page 16-17 Admin Guidance



Site Types

- **Closed Enrolled site - Closed Enrolled site** - At least 50% of enrolled children must meet the income requirements. All children *enrolled* in an eligible program eat free if 50% of the children dining meet eligibility requirements or the site may be area eligible.
- **Camp site** - Only meals served to children with an approved household application on file can be counted free.

Serving Meals Family Style *Restrictions*



- Family style meal service where you pass the bowls of food - is only allowed at sites that are Closed Enrolled or Camps as their type.
- Program adults must assist to provide required minimum portions of each food component are taken.
- See page 44 of Nutrition Guide with Picnic/orange stripe on cover
- Page 39 and 42 Nutrition Guide with Carrot on cover

Site Eligibility

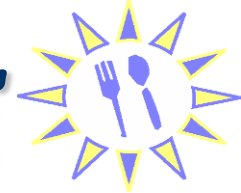


● Area Eligibility

- 50% or more of the children in a school service area qualify for free or reduced-price school meals, based on *school or census data*



Mobile Feeding Sites



● Mobile Requirements

- ▶ Each location must meet site eligibility criteria and other requirements:
 - Area eligible
 - Supervised meal service
 - Meals consumed on bus or near drop-off site
 - Times of meals service set
 - Sponsor must adjust meal deliveries based on fluctuations in attendance.
- ▶ Food Safety Extra Precautions
 - Proper food temperatures along entire route
 - Food temperature logs
 - Hand washing procedures and local health & safety regulations

Mobile Feeding Cont.



- ▶ Site Supervisor present at each meal service
 - Site supervisor travels with the vehicle along the route and supervises the site at each stop
 - OR where meals are delivered to each stop with an on-site supervisor waiting to receive the meals
 - Site supervisors must remain on site during the entire approved meal service time, regardless of site attendance.
- ▶ State and Sponsor Monitoring visits and reviews
 - Must abide by the same requirements as traditional SFSP sites.
- ▶ See pages 23-24 of Administrative Guide with green stripe on cover
- ▶ See pages 16-17 and 48 of Administrative Guide with sunglasses picture14 on cover

Summer Food Awareness

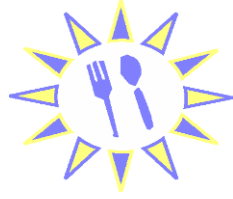


- Plan special event
- Raise awareness and make it fun
 - ▶ Speaker or presenter
 - ▶ Fun day(s) with carnival-like or physical activity games planned
 - ▶ Partner with community organizations for ways to promote the summer meal program.



SFSP Food Components of the Meal Pattern





Food Components

- **Milk**
- **Fruit/Vegetable**
- **Meat/Meat Alternate**
- **Grains/Breads**



SFSP Meal Pattern Attachment 3



SUMMER FOOD SERVICE PROGRAM MEAL PATTERN FOR CHILDREN

SELECT THE APPROPRIATE COMPONENTS FOR A REIMBURSABLE MEAL

FOOD COMPONENTS AND FOOD ITEMS	BREAKFAST Serve all three	LUNCH OR SUPPER Serve all four	SNACK Serve two of the four
Milk	Required	Required	
Fluid milk	1 cup ¹ (½ pint, 8 fluid ounces) ²	1 cup (½ pint, 8 fluid ounces) ³	1 cup (½ pint, 8 fluid ounces) ²
Vegetables and Fruits - Equivalent quantity of any combination of...	Required	Required	
Vegetable or fruit or	½ cup	¾ cup total ⁴	¾ cup
Full-strength vegetable or fruit juice ⁵	½ cup (4 fluid ounces)=50% ³		¾ cup (6 fluid ounces) ⁶
Grains/Breads⁷ - Equivalent quantity of any combination of...	Required	Required	
Bread or	1 slice	1 slice	1 slice
Cornbread, biscuits, rolls, muffins, etc or	1 serving ⁸	1 serving ⁸	1 serving ⁸
Cold dry cereal or	¾ cup or 1 ounce ⁹		¾ cup or 1 ounce ⁹
Cooked cereal or cereal grains or	½ cup	½ cup	½ cup
Cooked pasta or noodle products	½ cup	½ cup	½ cup
Meat and Meat Alternates - Equivalent quantity of any combination of...	Optional	Required	
Lean meat or poultry or fish or	1 ounce	2 ounces	1 ounce
Alternate protein products ¹⁰ or	1 ounce	2 ounces	1 ounce
Cheese or	1 ounce	2 ounces	1 ounce
Egg (large) or	½	1	½
Cooked dry beans or peas or	¼ cup	½ cup ¹²	¼ cup ¹²
Peanut or other nut or seed butters or	2 tablespoons	4 tablespoons	2 tablespoons
Nuts or seeds ¹¹ or		1 ounce=50% ¹⁴	1 ounce
Yogurt ¹³	4 ounces or ½ cup	8 ounces or 1 cup	4 ounce or ½ cup

Indicated endnotes can be found on the next page.



MILK



Must be pasteurized fluid milk.
Only fat-free or low-fat milk to
children ages 2 or above.

MILK



Must be pasteurized fluid milk.

BEST PRACTICES : fat-free or unflavored low-fat milk to children ages 2 or above

- When served at breakfast or snack can be served as a beverage or on cereal or used in part for each purpose.
- When served with lunch or supper – must be served as a beverage.

Dietary Substitutions/Modifications (7 CFR 225.16(f)(4))

Sponsors are not required to accommodate dietary preferences, but are encouraged to do so within the existing meal patterns.

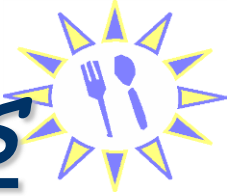
However, sponsors are required to make substitutions or modifications to the meal patterns for participants with disabilities who are unable to consume the regular program meals when such substitutions are supported by a statement from a recognized medical authority that includes the required alternate foods (FNS Instruction 783-2, Rev.1, 10-19-94). See page 18 Nutrition Guide²⁰

MILK

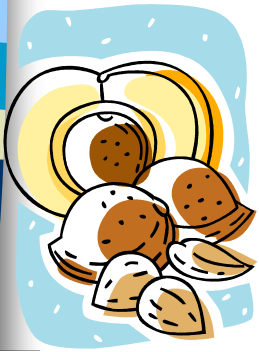
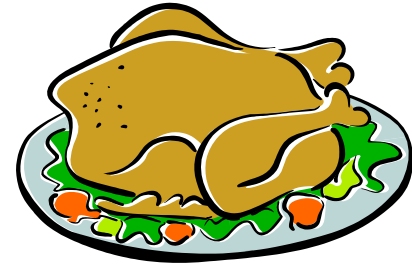
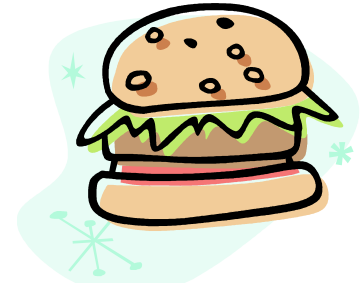


- **Milk may not be credited for snacks when juice is served as the only other component.**
- **Milk may never be credited when cooked in cereals, puddings or other foods.**

Meat and Meat Alternates



- ☐ Lean meat, poultry or fish
- ☐ Alternate protein products meeting requirements of 7CFR 225 Appendix A
- ☐ Cheese
- ☐ Egg (large)
- ☐ Cooked dry beans or peas
- ☐ Peanut or other nut or seed butters
- ☐ Nuts or seeds ~ one ounce is = to 1 ounce cooked
- ☐ Yogurt, plain or flavored, unsweetened or sweetened and various fat levels

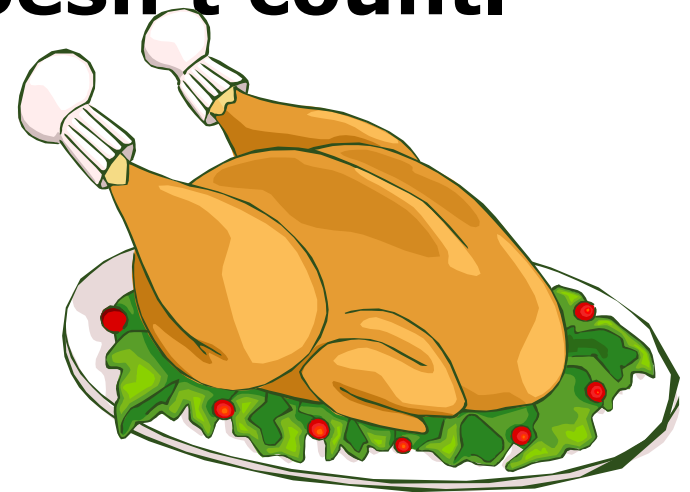


Meat and Meat Alternates



Amount required is referring to the lean, edible portion.

Less than 1/4 ounce of cooked lean meat or equivalent doesn't count.





Processed Meat Items are treated differently from raw meat items.

These include:

- Fish Sticks and Chicken Nuggets
- Corn Dogs
- Mixed, pre-prepared items such as:
 - ▶ beef stew
 - ▶ ravioli



All Processed Meat items



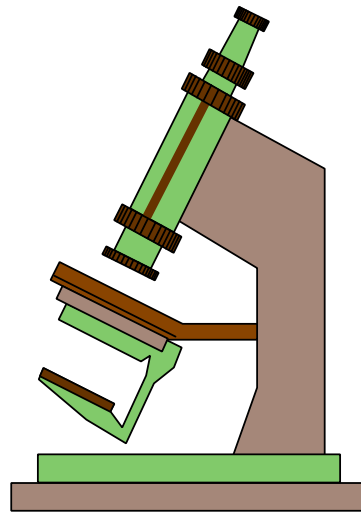
MUST have:

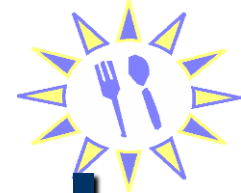
- Child Nutrition label
or
- Manufacturers Product Formulation Statement



Child Nutrition Labels

CN labels list information about a food's contribution toward the meal pattern.





Child Nutrition Label

CN

This 1.95 oz. Fully Cooked Beef Patty provides 1.5 oz. equivalent meat/meat alternate for the Child Nutrition Meal Pattern requirements. Use of this logo and statement authorized by the Food and Nutrition Service, USDA 05-84.

CN

CN

Manufacturers Product Formulation Statement



- **Check with supplier**
- **Check label**
 - ▶ **toll free telephone number**
 - ▶ **address**
- **Must be signed and dated by someone in the company.**



Documentation Needed

- Verifying Acceptable Documentation Slides

SFSP FRUITS & VEGETABLES



NSLP - these are 2 unique groups

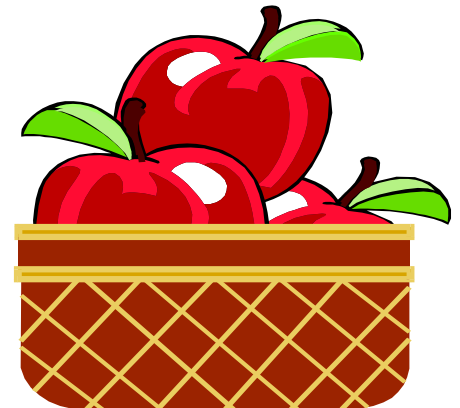
- ☐ Lunch, snack or supper serving size is $\frac{3}{4}$ cup.
- ☐ Serve two or more kinds of vegetable or fruits or a combination of both.
- ☐ Full-strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement.
- ☐ Don't serve 2 forms of same fruit or veg in same meal, i.e. apple and applesauce.



Fruits and Vegetables



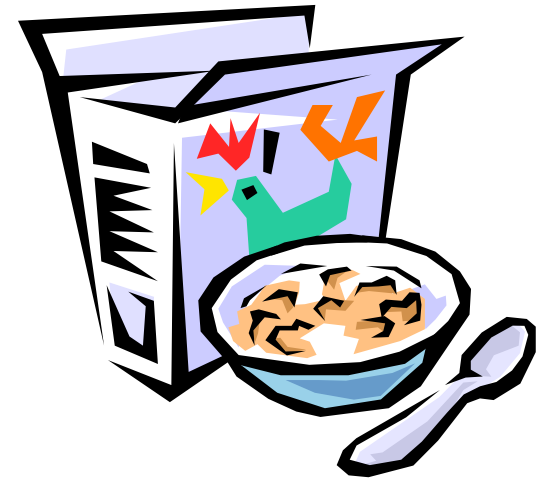
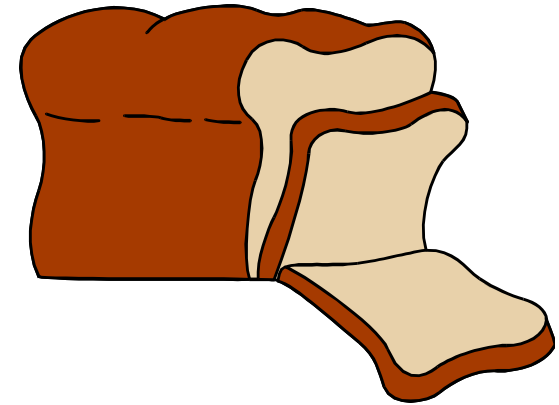
- **Juice & Milk cannot be served together at snack both fluids**
- **Breakfast requires $\frac{1}{2}$ cup serving or 4 fluid ounces if serving 100% juice.**
- **Combination foods (i.e., Fruit Cocktail, Mixed Vegetables) count as one item**
- **Less than $\frac{1}{8}$ cup does not count**



GRAINS-Whole-grains



- Grain and Bread minimum serving sizes either volume (cup) or weight (ounces), which ever is less; found in Nutrition Guidance based on the Chart found on pages 92-93
- Whole-grain or enriched
- Best practices pages 26-27



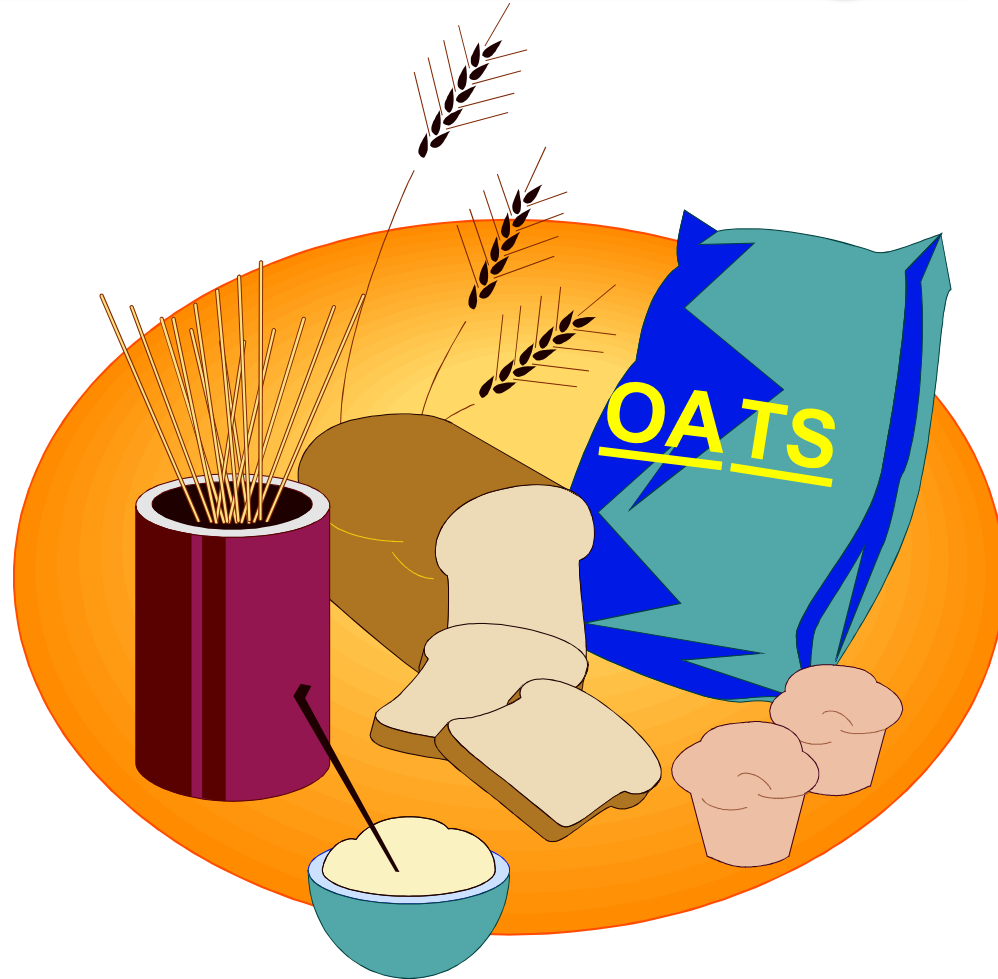


Grains / Breads

- **Credited by the weight of the prepared item.**
- **Use Grain/Bread Chart to determine the weight of a food item to equal 1 serving**
- **May need to purchase a small kitchen scale.**

Grains and Breads

What is a Serving?

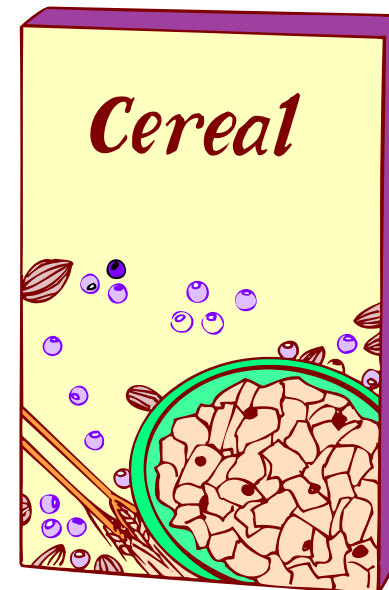




Grains/Breads and You

Nutrients:

- **Carbohydrates**
- **B vitamins**
- **Fiber**



Criteria for Creditable Grains/Breads



- Made with whole-grain flour is best.

See Whole Grain Handout

- Label indicates the product is enriched or whole-grain; made from enriched or whole-grain meal or flour, bran and/or germ.

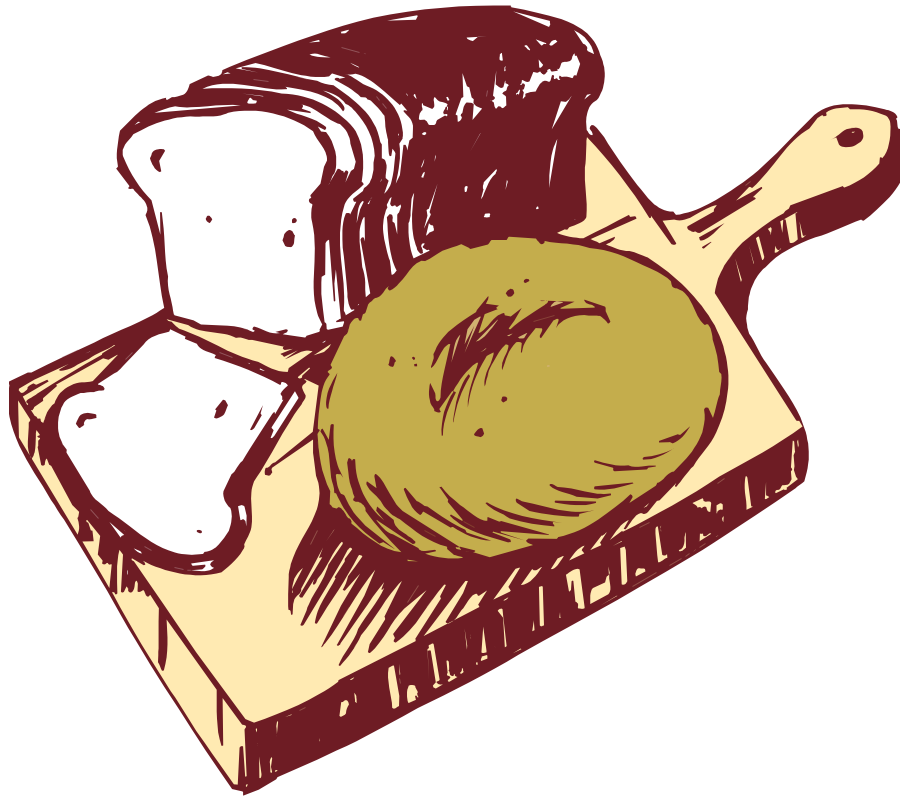
- Item provided in quantities specified.
(Use Grain/Bread Chart)

SFSP Nutrition Handbook

Creditable Grains/Breads



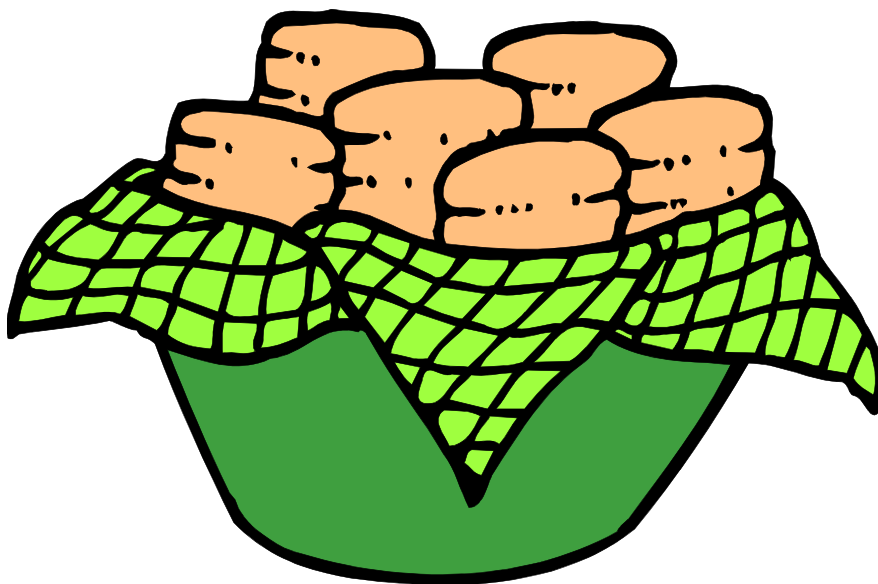
Breads



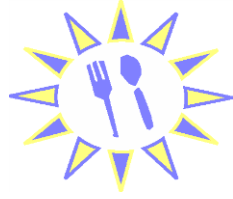


Creditable Grains/Breads

**Biscuits, Bagels, Rolls,
Tortillas, Muffins, and
Crackers**



Creditable Grains/Breads



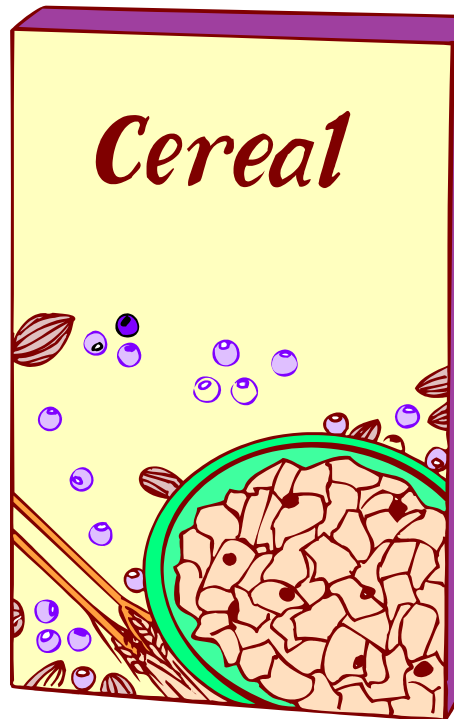
Cooked cereal grains



Creditable Grains/Breads



Ready-to-Eat cereals



Creditable Grains/Breads



Cereals or bread products that are used as an ingredient in another menu item



Must have a CN label to determine component contributions

Creditable Grains/Breads



**Cooked macaroni or
noodle products**



Creditable Grains/Breads



Non-sweet snack products





How are grains and bread products grouped by USDA?



**USDA groups grains/breads
by weight.**



Grains/Breads– **What is a serving?**

Cereal O's Food Label

Nutrition Facts

Serving Size = 1 cup (30 g)

Servings per container 10



Creditable Grains/Breads –

What is a SFSP serving?

Cereal O's

1 Serving = 3/4 cup (volume)

OR

1 Serving = 1 oz. (weight)



Creditable Grains/Breads – **Using this product, how much** **is a SFSP serving?**

Cereal O's

1 Serving = ? cup



Creditable Grains/Breads – **Using this product, how much** **is a SFSP serving?**

Cereal O's Key

1 Serving = 3/4 cup



Grains/Breads– **What is a serving?**

Granola Bar Food Label

Nutrition Facts

Serving Size = 2 bars (42 g)

Servings per container 6



Creditable Grains/Breads –

What is a SFSP serving?

Granola Bar

1 Serving = 2.2 oz. or (63 g)



Creditable Grains/Breads – **Using this product, how much** **is a SFSP serving?**

Granola Bar

1 Serving = ? bar



Creditable Grains/Breads – **Using this product, how much** **is a SFSP serving?**

Granola Bar Key

1 Serving = 3 bars



Grains/Breads– **What is a serving?**

Animal Crackers Food Label

Nutrition Facts

Serving Size = 55 pieces (30 g)

Servings per container 36



Creditable Grains/Breads –

What is a SFSP serving?

Animal Crackers

1 Serving = 0.9 oz. or (25 g)



Creditable Grains/Breads – **Using this product, how much** **is a SFSP serving?**

Animal Crackers

1 Serving = ? crackers



Creditable Grains/Breads – **Using this product, how much** **is a SFSP serving?**

Animal Crackers Key

1 Serving = 45 crackers



Grains/Breads– **What is a serving?**

Corn Tortillas Food Label

Nutrition Facts

Serving Size = 2 tortillas (50 g)

Servings per container 6



Creditable Grains/Breads –

What is a SFSP serving?

Corn Tortillas

1 Serving = 0.9 oz. or (25 g)



Creditable Grains/Breads – **Using this product, how much** **is a SFSP serving?**

Corn Tortillas

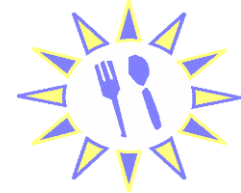
1 Serving = ? tortilla



Creditable Grains/Breads – **Using this product, how much** **is a SFSP serving?**

Corn Tortillas Key

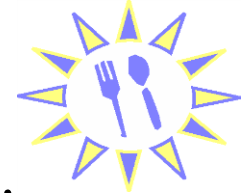
1 Serving = 1 tortilla



**Summer Food
Service Cooks
make
grains/breads
fun and
healthy for
kids.**



Meal Pattern(s) Chosen



- The SFSP meal patterns allow sponsors to serve meals that meet a child's nutritional needs, are appetizing to children, and are consistent with the *Dietary Guidelines for Americans*.
- SFSP Meal Pattern Chart Attachment 3
- Others - Nutrition Guidance
 - ▶ National School Lunch Program - Lunch Pattern with vegetable sub-groups
 - ▶ School Breakfast Program - Snack After School (Breakfast/Snack PR)
 - ▶ Child & Adult Care Food Program (Under 6 - smaller portions)



Monthly Menu's

Each day's menu should
show components of meal
pattern you are using

Sample Cycle Menus on page 29-31

Nutrition Guide with carrot on cover

How to Build a Healthy Plate page 20 - 27

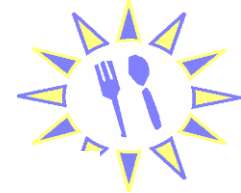
Page 32 Nutrition Guide with orange color
stripe

Making the Most of Summer Meals -

Building a Healthy Plate and recipes
found pages 20-40 in Nutrition
Guidance Handbook with orange color
stripe.



Sample MENU



THESE MENUS ARE SUBJECT TO CHANGE WITHOUT NOTICE.

MAY/JUNE

SUMMER LUNCH MENU - 2013

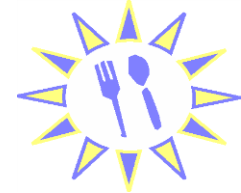
TENTATIVE

Monday May 27	Tuesday 28	Wednesday 29	Thursday 30	Friday 31
No Meals Memorial Day	Double Stuff Pizza Fresh Broccoli Fresh Apples Milk	Chicken Strips French Fries Oranges Slice of Bread/ jelly pc Milk	Hamburger on a Bun Tator Tots Fresh Apples Milk	BBQ Rib Patty on a Bun Green Beans & Carrots Oranges Milk
Monday June 3	Tuesday 4	Wednesday 5	Thursday 6	Friday 7
French Toast Sticks Turkey Sausage Tri-Tators Juice Milk	Turkey Sandwich on a Bun Carrots/Celery Sticks Strawberries Whole Wheat Sugar Cookie Milk	Super Nachos Lettuce/Tomato/Shredded Cheese Canned Fruit Milk	Popcorn Chicken French Fries Fresh Fruit Slice of Bread/jelly pc Milk	Grilled Cheese Fresh Veggie Sticks Canned Fruit Milk
Monday 10	Tuesday 11	Wednesday 12	Thursday 13	Friday 14
Turkey Sandwich on a Bun Carrots/Celery Sticks Fresh Fruit Whole Wheat Sugar Cookie Milk	Double Stuff Pizza Corn Fresh Fruit Milk	Chicken Strips French Fries Fresh Fruit Slice of Bread/Jelly PC Milk	Hamburger on a Bun Tator Tots Canned Fruit Milk	Ravioli Peas & Corn Fruit Milk Breadsticks (2)
Monday 17	Tuesday 18	Wednesday 19	Thursday 20	Friday 21
Turkey Sandwich on a Bun Juice Box Apple/Orange Scooby Snak Milk	French Toast Sticks Turkey Sausage Tri-Tators Juice Milk	Super Nachos/Central,VV,SP,KN Lettuce/Tomato/Shredded Cheese Canned Fruit Milk Soft Shell Taco/Beanitos	Popcorn Chicken French Fries 10 oz. OJ Slice of Bread/jelly pc Milk	Grilled Cheese/SP,VV Fresh Veggie Sticks/Green bean Canned Fruit Milk Turkey Sloppy Joe on a Bun/KN,B
Monday 24	Tuesday 25	Wednesday 26	Thursday 27	Friday 28
DBL.Stuff Pizza Celery Meatball Sub (H.S.) Use P&B sub dough Fruit Milk	Chicken Patty on a Bun Baked Beans Glazed Carrots Fruit Milk	Teriyaki Chicken and Rice Cheesy California Blend Fruit Slice of Bread/Jelly PC Milk	Hamburger on a Bun French Fries Green Beans Fruit Milk	Popcorn Chicken Tator tots Fruit Muffin Milk

We are an equal opportunity employer.

Basic Food Components

Breakfast



● SFSP Meal Pattern

- ▶ Milk (1 cup/8 ounces)
- ▶ Vegetable or fruit (1/2 cup)
- ▶ Bread and/or bread alternate
- ▶ (Meat or meat alternate is optional)

● OVS at Breakfast, 4 food items must be offered, child must take 3 to have a reimbursable meal.

- The fourth food item can be fruit/vegetable, bread/bread alternate, or meat/meat alternate. See ADM page 48 (OvS is optional, must enter on site application and State Agency can deny)



Basic Food Components Breakfast



- SFA on NSLP can continue using meal pattern from school year. They have the choice to change or stay on NSLP

- Use approved production record for meal pattern.



Basic Food Components

Lunch/Supper



- SFSP Meal Pattern -
 - ▶ Fluid Milk (1% or Skim white and only flavored skim or fat free milk) serving is 1 cup or 8 ounces
 - ▶ 2 - Vegetable(s) and/or fruit(s) equaling $\frac{3}{4}$ cup serving
 - ▶ Bread or grain - 1 serving see chart
 - ▶ Meat and meat alternates
- Use approved production record in handouts and at <http://doe.sd.gov/cans/sfsp.aspx> under Documents

OVS for SFSP Lunch/Supper



- Offer Versus Served indicate on site application
- Five food items must be offered:
 - ▶ One serving of meat/meat alternate
 - ▶ Two different servings of fruit/vegetables
 - ▶ One serving of bread/bread alternate
 - ▶ One serving of fluid milk
- Child must take 3 or more of the 5 items offered
- SFSP OvS is different than NSLP see Nutrition Guidance pages 42-44 with orange stripe; pages 39 - 41 with carrot

Basic Food Components

Lunch/Supper



- If school - you have a choice between the SFSP or NSLP meal pattern.
- Must use production record approved for the pattern chosen.
- If choosing NSLP, must follow meal pattern requirements.
- May choose to do the Offer Versus Serve and indicate it on the site application.
- Remember the students must take $\frac{1}{2}$ c fruit or vegetable when following NSLP OvS



SFSP Offer Versus Serve

- https://www.youtube.com/watch?v=Vs_JEj00_Us

SNACK -Basic Food Components



- **Snack -**

Serve 2 food items from any of 4 components:

- ▶ Vegetable/Fruit
- ▶ Milk
- ▶ Bread or grains
- ▶ Meat/meat alternate

NOT allowed to serve milk and fruit/vegetable juice together

- **Production record must show all snack information (School using NSLP meal pattern use the SBP/Snack production record)**

Meal Pattern Adjustments



- Infant (0 - 11 months) meals - must follow CACFP meal pattern regulations
- Meals for children 1 - 6 - must follow CACFP meal pattern regulations
- Adult portions according to the CACFP meal pattern regulations
- Other Dietary Substitutions and Exceptions
 - ▶ Disabilities - accommodation must be supported by a medical statement. **Reimbursable**
 - ▶ Medical or Special Dietary needs - at sponsor discretion
 - ▶ Non-Dairy Milk Substitutes

South Dakota Production Record

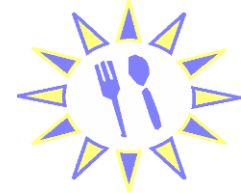


- Production Records must match the meal pattern chosen
- Documentation of:
 - ▶ Foods
 - ▶ Amount of Foods
 - Each meal
 - ▶ Electronic Prototype for SFSP
- SFSP
 - ▶ Attachment 3
- NSLP
- SBP/Snack (Schools)
- CACFP (Smaller portion/under 6 or infants)

Production Record *Suggestions*



- Much can be done in advance
EXCEPT:
 - ▶ Quantity Prepared
 - ▶ Numbers Served
- Develop cycle production records
- Be specific where needed
- Record date (month, day, year)
- Record Site Name on each page -
even if only one site



SFSP Production Record

Menu Column

- Record Food Item on Correct Row
 - bread items on bread/grain row, etc.
 - Helps prevent meal pattern errors
- Does **Not** Need to be Specific

B R E A K F A S T	<u>Menu component</u>	<u>Menu</u>
	Bread/Grain	Cereal
	Fruit/Vegetable	Orange Juice
	Milk	Milk
	Other	

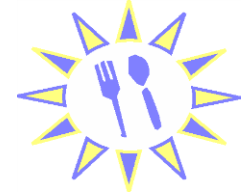
Serving Size



- SFSP Serving size
All Ages including
Adults (optional)
- Must make sense
with food in menu
column - i.e.
oatmeal by cup,
grams or ounces
- Meat/meat
alternates in
ounces and maybe
CN label if combo
food

<u>Menu</u>		Ages
		1-18
Cereal		1 c
Orange Juice		1/2 c
Milk		1 c

Production Record - Food Item



Specific Food Item Column

- More Information About Menu Item
 - Weight for breads/grains
 - For example: 15 crackers = 31 grams
 - Recipe References
 - CN References
 - Frozen, Canned, Fresh, etc.
 - Cut of Fruits/Vegetables
 - % Lean for Meats
- May be Blank
 - If menu item does not require it

Cheerios	1
100% Concentrate	1
	1
Cinnamon Bread	1
Fresh Seedless Grapes	6
USDA Turkey Rolls	6
	2
	2
Whole kernel	1
Diced with juice	1
	1
	1

Quantity Prepared - Fill day of meal



Quantity Prepared Column

- Specific & Measurable

- Pounds
- Ounces
- Can Sizes
- Cups
- Gallons

- NOT:

- "2 Loaves"
- "3 Cans"
- Not Specific Enough

1/2 box, 32 ounces

1/2 gallon

1 gallon

1 1/2 - one pound loaves

6 pounds

6 pounds

2 - one pound loaves

1 - #10 can

1 - #10 can

2 gallon

Leftover Column - Fill day of meal



- Site Supervisor determines
 - ▶ Over Preparing - Adjustments are required to planned amount
 - ▶ Compliance by staff - Plan 1 meal per child
 - ▶ Program fiscally can't afford to make extra - not reimbursable and isn't sustainable



Numbers Served - Fill day of meal



- Always Record a Total
- Actual Numbers
 - ▶ SFSP one serving so 1-18
 - ▶ Not planned numbers
- Adults
 - ▶ Do **NOT** claim adult meals
 - ▶ (Optional - record but not reimbursable, if feed any adults must be written on the form.)

<u>Number Served</u>	
1-18	<u>14</u>
Adults	<u> </u>
Total	<u>14</u>



Production Record SAMPLES

SFSP PRODUCTION RECORD

Date

Center:

B R E A K F A S T	Menu component	Menu	Serving Size	Food Item	Quantity Prepared	Leftover	Number Served
	Bread/Bread Alternate						
	Fruit/Vegetable						1-18 _____
	Milk						Adults _____
	Other						Total _____
S N A C K	(CHOOSE TWO)						
	Meat/Meat Alternate						1-18 _____
	Bread/Bread Alternate						Adults _____
	Fruit/Vegetable						
	Milk						Total _____
L U N C H	Meat/Meat Alternate						
	Bread/Bread Alternate						1-18 _____
	Fruit/Vegetable						Adults _____
	Fruit/Vegetable						
	Milk						Total _____
	Other						

Production Records Q & A's



● Recipes on File?

- ▶ Make Recipe Reference if -
 - Recipe on File
 - Recipe Prepared as Written
 - Make copy of all recipes of the week being reviewed and send with production record



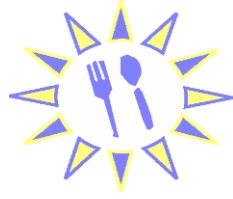
● CN Labels?

- ▶ Document "CN Label" have copy in file as noted in CN webinar

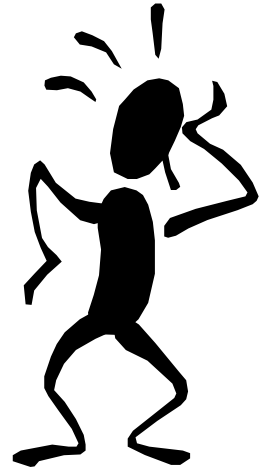
● How Long?

- ▶ Three previous year + current year.

Production Records



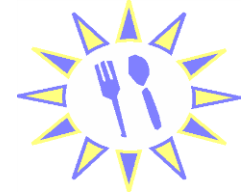
- Incomplete production records are the most frequent finding on reviews.
- Incomplete or inadequate documentation can result in an agency returning reimbursement.
- Production records are used to:
 - ▶ document that meals meet pattern, include CN labels, recipes, etc.
 - ▶ document that adequate food served
 - ▶ justify food purchases
 - ▶ back up numbers of meals claimed for reimbursement



Off-site Meals



- All field trip meals must be preapproved before the trip (form requires menu items).
- Complete SFSP Off-site meal form found on website and submit to CANS 10 days in advance if possible.
- Off-site Meals must be included on production records kept for that day
- Point of service (actual meal count) must be taken at the off-site location and sent in with meal counts for the month.



Inventory Records

- SFSP commodities/USDA foods or if you are a school and use NSLP commodities/USDA foods please keep manifest for records.
- Nutrition Guide with orange stripe Pages 45-46, 119-120; and with carrot Pages 45-48; 125-126.
- Inventory - Policy Memo FD-107 requires no expired or past "Best If Used By" BIUB dates etc. in the foods used for this program.

<https://www.fns.usda.gov/storage-and-inventory-management-usda-donated-foods>

Food Expenses not Allowed



- Not creditable or not part of a meal pattern:
 - ▶ Jell-O/Pudding
 - ▶ 2% chocolate milk
 - ▶ Ice cream/popsicles
 - ▶ Coffee
 - ▶ Soda pop
- Require corrective action if funds were used for unallowable costs
 - ▶ State requires sponsor to replenish funds
 - ▶ USDA funds may not be used to restore funds, but must come from another source.

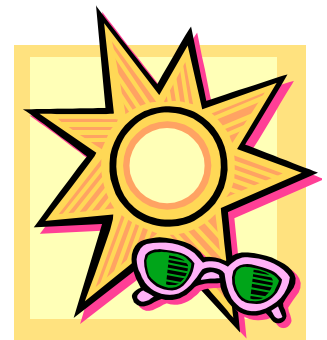
Planning Appealing
SFSP Menus
Pages 7 - 44 Nutrition Guide



Lunch



- **Milk**
 - **Meat or meat alternate:**
 - **Grains/Breads**
 - **Vegetables/Fruits (2 or more)**
-
- **Refer to the SFSP meal pattern requirements**





SFSP Meal Pattern

Food Components	Lunch
Milk, fluid	1 cup (8 FL oz.)
Vegetables and/or Fruits Minimum of 2 items	$\frac{3}{4}$ cup total
Grains and Breads	1 serving
Meat and Meat Alternate	2 oz.

Breakfast: 3 components



- **Milk**
- **Juice or Fruit or Vegetable**
- **1 serving of grains/breads including cold dry or hot cooked cereal**

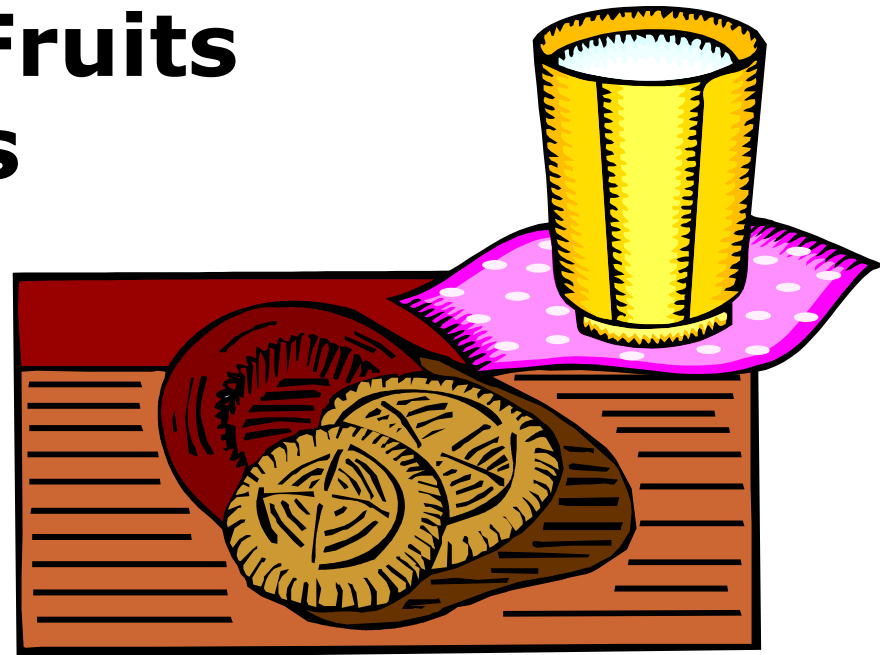
Meat is not required!



Snack: choose two components



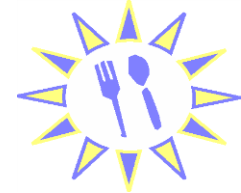
- **Milk**
- **Meat or meat alternate**
- **Vegetables/Fruits**
- **Grain/Breads**



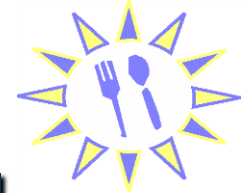
Are these reimbursable snacks?



- Watermelon and Peaches NO
 - Corn Chips and Salsa Probably
 - Peanut Butter Crackers and water ? PB flavor ed cracke rs
 - Hi-C and cookies NO
 - Ice cream and cake NO
 - Orange Juice and fruit cocktail NO
- NO; Crack er and Peanut Butter could be

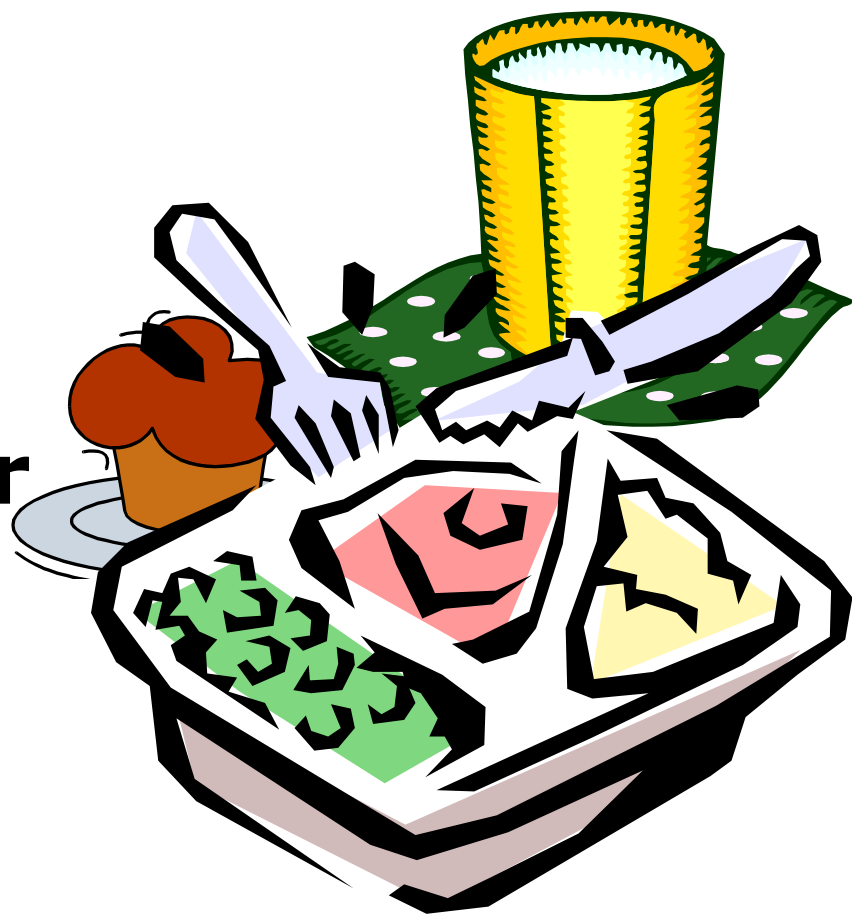


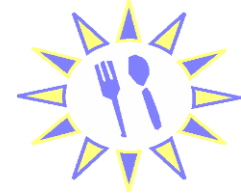
Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast				
Orange Juice Waffles Sausage <i>milk</i>	Ham and Eggs Toast Milk	Orange Slices Hash Browns Milk <i>bread</i>	Raisins Oatmeal Milk 	Strawberries Cornbread Hot Chocolate <i>?</i>
AM Snack				
Apple Juice Watermelon <i>One comp.</i>	Milk Trail Mix 	Vanilla Pudding Vanilla Wafer <i>One comp.</i>	Milk Pretzels 	Banana Hot Dog Bun
Lunch				
Hot Dog Baked Beans Melon Slices Milk 	Chicken Leg Rice Greens Beans Biscuit Milk 	Scrambled Eggs Bacon Potato Rounds Tomato Juice WW Rolls <i>milk</i>	Ravioli Broccoli Fruit Cocktail Garlic Toast Milk <i>?</i>	Pizza Parmesan Zucchini Peach Slice <i>milk</i>
PM Snack				
Potato Chips Cheese <i>One comp.</i>	Veggies Cottage Cheese Dip 	Bologna Cheese <i>One comp.</i>	Pineapple Juice Carrots & Celery <i>One comp.</i>	Yogurt Rolls
Supper				
Turkey Peas Pears Pasta Milk 	Macaroni and Cheese Asparagus Mandarin Oranges Milk 	Hamburger Cucumber Banana Slices Chips Milk 	Pinto Beans Cheese Frozen Red Grapes Tortilla Milk 	Meat Loaf Glazed Carrots Cherry Cobbler Rice Milk <i>Fruit/veg</i>



Reimbursable Meal

All parts of the meal pattern must be present in the appropriate amounts in order to receive payment for a meal.





Food Buying Guide

for Child Nutrition Programs



<https://www.fns.usda.gov/tn/food-buying-guide-school-meal-programs>

See Nutrition Handbook page 15-16, 48, and 70



Food Buying Guide for School Meal Programs



The [Food Buying Guide for Child Nutrition Programs](#) is being updated, in phases, to include resources for the new Nutrition Standards for School Meals. For more information, please see the [recent changes and updates](#). **NEW**

The files, below, have been issued for School Meal Programs and others are in progress. For additional information on grain requirements in School Meals, please refer to [SP30-2012](#).

- [Grains](#)
- [Separation of Vegetables/Fruits](#)
- [Meat/Meat Alternates](#)
- [Milk](#)
- [Fruits](#)
- [Vegetables by Subgroup - Additional](#)
- [Vegetables by Subgroup - Beans & Peas](#)
- [Vegetables by Subgroup - Red/Orange](#)
- [Vegetables by Subgroup - Dark Green](#)
- [Vegetables by Subgroup - Starchy](#)
- [Vegetables by Subgroup - Other](#)
- [Additional Yield Information](#) **NEW**
- [Recipe Analysis Worksheet \(RAW\)](#)



Section 1-Meat/Meat Alternates

1. Food As Purchased, AP	2. Purchase Unit	3. Servings Per Purchase Unit, EP	4. Serving Size per Meal Contribution	5. Purchase Units for 100 Servings	6. Additional Information
BEEF, GROUND fresh or frozen ^{6, 7, 8}					
Beef, Ground, fresh or frozen ^{7,8} <i>no more than 24% fat (Like IMPS #136)</i>	Pound	11.60	1 oz cooked lean meat	8.7	1 lb AP = 0.73 lb cooked, drained lean meat
	Pound	7.78	1-1/2 oz cooked lean meat	12.9	
Beef, Ground, fresh or frozen ^{7,8} <i>no more than 20% fat Includes USDA Foods (Like IMPS #136)</i>	Pound	11.80	1 oz cooked lean meat	8.5	1 lb AP = 0.74 lb cooked, drained lean meat
	Pound	7.89	1-1/2 oz cooked lean meat	12.7	
Beef, Ground, fresh or frozen ^{7,8} <i>no more than 15% fat (Like IMPS #136)</i>	Pound	12.00	1 oz cooked lean meat	8.4	1 lb AP = 0.75 lb cooked, drained lean meat
	Pound	8.00	1-1/2 oz cooked lean meat	12.5	

Section 2 – Fruits

1. Food As Purchased, AP	2. Purchase Unit	3. Servings Per Purchase Unit, EP	4. Serving Size per Meal Contribution	5. Purchase Units for 100 Servings	6. Additional Information
Pears, canned <i>Diced Packed in juice or light syrup Includes USDA Foods</i>	No. 10 can (106 oz)	47.60	1/4 cup fruit and liquid	2.2	1 No. 10 can = about 66.0 oz (9- 1/2 cups) drained pears
	No. 2-1/2 can (29 oz)	13.10	1/4 cup fruit and liquid	7.7	1 No. 2-1/2 can = about 18.4 oz (2- 5/8 cups) drained pears
	Pound	7.20	1/4 cup fruit and liquid	13.9	1 lb AP = about 10.2 oz (1-1/2 cups) drained pears

Food Buying Guide Tools



- Food Buying Guide for Child Nutrition Programs - New Online Interactive with Recipe Analysis Workbook

<https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs>

- ▶ <https://foodbuyingguide.fns.usda.gov/> Mobile App
- ▶ Also Available: [Food Buying Guide Calculator](#)



Food Buying Guide Goes Digital!



<https://www.fns.usda.gov/tn/food-buying-guide-goes-digital>

Food Buying Guide Goes Digital!

Food Buying Guide Goes Digital

Food Buying Guide Goes Digital!



USDA
United States Department of Agriculture

The Food Buying
Guide Interactive Tool includes

53:49



Non Creditable Foods

- Bacon
- Processed Cheese (Velveeta)
- Ice Cream
- Pudding
- Fruit Juice Cocktail
- Powdered Cheese (Mac and Cheese "Blue Box")
- Popcorn



Summer Menu Planning Helps



- Nutrition Handbook Page 20-31
- Summer Menu Checklist Page 91
- Sample Cycle Menus - 32
- Standardized Recipes - Page 22, 52-56
- Creating Positive Eating Environment
 - ▶ Inside
 - ▶ Outdoors
- Education & Enrichment Pages 58 - 60

Meal Pattern Adjustments



- Infant (0 - 11 months) meals - must follow CACFP meal pattern regulations
- Meals for children 1 - 6 - must follow CACFP meal pattern regulations
- Meal patterns serving sizes are minimums, extra creditable foods and serving sizes can be given to older children as budget allows.
- Other Dietary Substitutions and Exceptions
 - ▶ Disabilities - accommodation must be supported by a medical statement. **Reimbursable**
 - ▶ Medical or Special Dietary needs - at sponsor discretion
 - ▶ Non-Dairy Milk Substitutes See Handbook for allowed substitutions for the meal pattern.

Other Special Diets or Accommodations



NEW

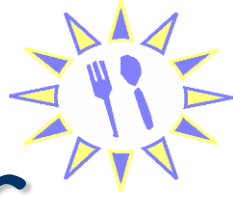
- See the Numbered Memos SFSP 240.1 <http://doe.sd.gov/cans/memos.aspx> and follows the Policy Memo CACFP 14 SFSP10-2017. The link gives you the approved form and guidance.
- Schools must follow the same requirements as during school year Memo SP40-2017.

Procurement and Bid Procedures



- Micro-Purchases (Purchases between \$0 - \$3500)
- Small Purchase (Purchase between \$3500 - \$150,000)
- Competitive Sealed Bids (formal - over \$150,000)
- **Must have PROCUREMENT PLAN**
- Follow Procurement Procedures found on SD Department of Education CANS website (see handout in folder) or <http://doe.sd.gov/cans/index.aspx>

Procurement Ethics and REQUIRED and MONITORING



Ethics MUST HAVE:

● Code of Conduct

- ▶ Written standards prohibits employees from soliciting gifts and other incentives from prospective contracts, those giving awards and outlines disciplinary action.

▶ Local Procurement

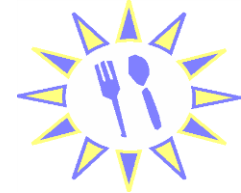
- Defining local
- Sourcing local products
- Methods of Procurement
- Geographic preference

● Tips and Strategies

Product selection and specifications defined

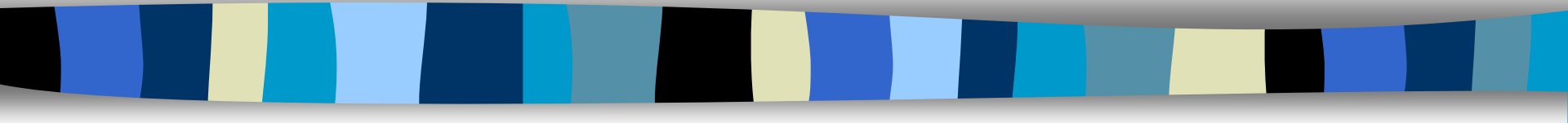


Procurement

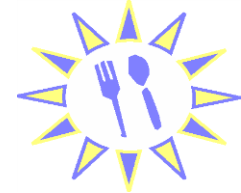


- USDA Policy Memo SFSP 01-2018, SP 44-2018, CACFP 04-2018, FD144 Market Basket Analysis when Procuring Program Goods and Modifying Contracted-For Product Lists.
- USDA Policy Memo SFSP 02-2017, SP 05-2017, and CACFP 03-2017 Q&A Purchasing Goods and Services Using Cooperative Agreements, Agents, and Third Party Services
- USDA Policy Memo SFSP 14-2016, SP 40-2016 and CACFP 12-2016 Updated Guidance: Contracting with Food Service Management
- USDA Policy Memo SFSP 12-2016 SFSP Participation by Higher Education Institutions, Hospitals, and other Non-Profit Organizations under Contract with a FSMC
- USDA Policy Memo SFSP 09-2016, SP 12-2016 and CACFP 05-2016 Guidance on Competitive Procurement Standards for Program Operators

Summer Food Service Program *Requirements*



Hire with Care



- Page 47 Admin Handbook with green stripe and Page 36 Admin Handbook with sunglasses image on cover.
- Determine number of staff
- Food Service Manager needs food production/nutrition background with food service experience.
- Use qualified volunteers
- Meet health standards set by local and State health authorities

Monitor



- The key link between the sponsor and each site - see page 5 Sponsor Monitor's Guide
The monitor tasks are assigned to an administrative staff if sponsor is smaller, the tasks are essential to ensure the smooth operation of the program.
- The monitor will work with the site staff to ensure the proper training.
- The monitor will also help to correct any problems that occur with the program operations.
- **Smaller operations can't monitor themselves**

Monitoring/Program Integrity



- Sponsor Monitor Guide pages 26-30 and 2016 Admin Sponsor pages 117-120
- Pre-operational Visit (require if have sites with issues prior year, not opening until summer or new) -Conduct before a site operates the summer program.
- Site Visits -**SFSP 12-2011 Waiver**
 - ▶ Sponsor visit sites during the first week of operation if new site or staff
- Site Reviews (Required)

Sponsors must review sites during the first 4 weeks of program operation at least once.

Pre-operational Visit



- VISIT-All sites must be visited BEFORE they begin operation for summer program if new or issues in prior year or current year.
- Ensure sites have facilities to provide meal services for number of children expected to attend the site.
- Sanitation and food safety plans must be in place.
- **Documentation of this visit**
 - ▶ Copy kept at site
 - ▶ Original sent to Sponsor



First Week Visit - May request **Waiver** for Successful Prior Sponsors

- Visit all sites within the first week of operation
 - ▶ Required if previously found to be seriously deficient
 - ▶ Ensure food service is operating smoothly
 - ▶ Make needed adjustments
 - ▶ Training needs, answer questions
 - ▶ Document

Monitor Site Review



Review all sites within the first four weeks of operation.

- ▶ Thoroughly examine the meal service from start to finish
- ▶ Correct problems and provide additional training as necessary
- ▶ Monitor Guidance pages; Documentation required!
- Follow-up Visits for serious deficiencies to ensure permanent corrective action has been implemented

NEW

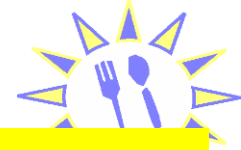
Training of Site Personnel



Must keep accurate documentation - inspectors will be checking for to ensure reimbursable meals.

- ▶ Daily meal count worksheet for all meals served
- ▶ ONLY CHILDREN MEALS are reimbursable
- ▶ Fill production record with number served
- ▶ Send to administration to complete an accurate claim
- ▶ Meals served outside of meal time disallowed? Monitor's Guide pages 12-13

Meal Count Form



- Required to be attached to web-based application

****Attach a copy of the daily meal count sheets that are used.****

- Commonly used form at OPEN sites: Attachment 20 at back of the Administrative Guidance for Sponsors
- Complete all blanks on meal count form
 - ▶ Open site Meal count form includes: Children 1st meals, Children 2nd meal [optional, plan only for 1st meals], Program adults [SFSP staffers], Non-program adults [optional - if choose to feed adults must have set charge and adult pays at the meal time], and Totals
 - ▶ Enrolled or Camps have roster/names of children along with program and non-program adult (optional) on the meal count form.
- Must be signed by meal count attendant.
- Legal document - very important.

DAILY MEAL COUNT FORM																				
Site Name:										Meal Type (circle) : B L SN SU										
Address:										Telephone:										
Supervisor's Name:										Delivery Time:					Date:					
Meals received/prepared _____										+ Meals available from previous day _____					= _____ (Total meals available)					[1]
First Meals Served to Children (cross off number as each child receives a meal):																				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	
101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	
141	142	143	144	145	146	147	148	149	150	Total First Meals +										[2]
Second meals served to children:																				
1	2	3	4	5	6	7	8	9	10	Total Second Meals +										[3]
Meals served to Program adults:																				
1	2	3	4	5	6	7	8	9	10	Total Program Adult Meals +										[4]
Meals served to non-Program adults:																				
1	2	3	4	5	6	7	8	9	10	Total non-Program Adult Meals +										[5]
TOTAL MEALS SERVED =															[6]					

Training Should include



- Meal schedules and information
 - ▶ Serving times
 - ▶ Delivery schedules
 - ▶ Approved number for site meal service
 - ▶ Meal pattern requirements
 - ▶ Offer versus Serve - optional
 - ▶ How to recognize a reimbursable meal on the chosen meal pattern
- SFSP 2017 Site Supervisor Guide

Training of Site Personnel



- Sponsor must document that personnel have attended. - SFSP Sponsor Conducted Training Certification on SFSP website

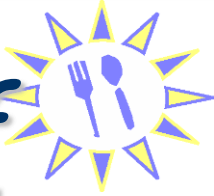


<http://doe.sd.gov/cans/documents/SFSP-Sponsor-Cert.pdf>



- ▶ No site may operate until personnel have attended training.
- ▶ Each site must have at least one individual present at meal time that has attended training from the sponsor.
- ▶ **Attendance at the SFSP Operational Training - does not replace the training the sponsor must do with their people prior opening the summer program with your team at your feeding locations**

FIRST DAY - Training of the Children / Caregivers



- Who may eat at the site
- When the meals will be served
- What types of meals will be served
- Why meals must be eaten at the site
- What the share table is and if allowing traveling item
(Fruit/vegetable/grain in food safe package/peeling and not temperature controlled - cover later Share Table)

Meal Service Requirements



- Serve meals at the times submitted on the site information of application
- No off-site meal consumption unless:
 - ▶ Approved offsite meals (field trips) - sponsor must notify the vendor and CANS in advance.
 - ▶ The meals service must be approved for the place the children will be that day.
 - ▶ Notify CANS if a change occurs - changes do happen due to weather.

Meal Service Requirements



- Serve the same meal to all children.
- Ensure that children eat all meals onsite.
- All children must receive a complete first meal before any child receives a second meal. PLAN Only for First meals.
- Off-site meal requests Attachment I due - two weeks prior event

Traveling Apple/Grain Component



- Maintain the meal service to ensure no off-site consumption unless it is
 - ▶ Either a fruit, vegetable or grain component in compliance with local health and safety codes placed on the share table see page 25 Site Supervisor Guide or taken from own meal for later consumption.
 - ▶ Allowed only if the sponsor has adequate staffing to properly administer and monitor.
 - ▶ Approved Field Trip - complete Off-site Meal request and submit to CANS

Share Table Allowed?



- String Cheese in plastic
- Orange in peel
- Banana in peel
- Applesauce cup with seal
- Slice of Bread
- Muffin in plastic bag
- Fruit cocktail on tray
- Milk

Which of these can be taken from dining area?

Share Table Allowed?

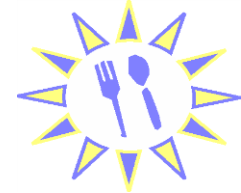


- String Cheese in plastic (Share **NO Travel**)
- Orange in peel (Share and Travel)
- Banana in peel (Share and Travel)
- Applesauce cup with seal (Share and Travel)
- Slice of Bread (**NO Share or Travel unless in a plastic bag protecting it from hands**)
- Muffin in plastic bag (Share and Travel)
- Fruit cocktail on tray (**NO Share or Travel**)
- Milk (Share **NO Travel**)

Which of these can be taken from dining area?

TRAVEL is LOCAL DECISION talk to your administrative team/authorized representative.

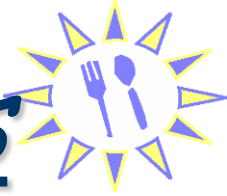
Reimbursable Meals



- Only two meal types maximum and Lunch & Supper is not allowed, unless you are a camp or migrant site. See ADM Guidance p 67
- Serve as a complete unit.
- Use approved meal patterns and type.
- Meals served at approved sites
- Meals consumed on-site or at approved alternate sites (example: field trips) if approved Off-site meal request.



Non-reimbursable meals



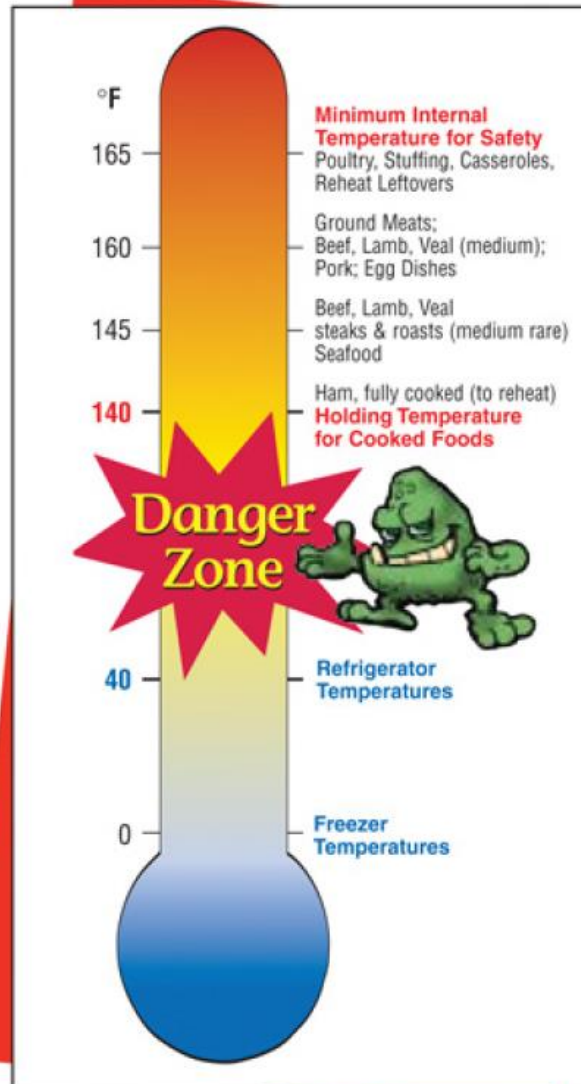
- Non-reimbursable meals = NO MONEY
- No more than one meal served to a child at a time.
- Second meals in excess of 2% of the number of first meals served during the claim period will not be reimbursed.
- Meals served to anyone other than children.



Non-reimbursable Meals Cont.

- Meals served outside of the approved time frames and dates the state-agency approved on renewal agreement will not be reimbursed.
- Meals served to ineligible children (children not meeting the income eligibility guidelines)
- Meals in excess of the sites approved level of meal service (Site App of iCAN)

Food Safety



Nutrition Guidance



- Food Storage - Best Practices pages 51 & 81
Nutrition Guide with orange stripe and pages 83 -84 version with carrot on cover
- Cleaning and Sanitizing Page 84, 86
- Food Safety Page 71-90; 87
- Temperatures and Thermometers Pages 78-79, 124-126; 77-78, 130-132
- Food Safety Checklist Page 87 both versions
- SOP's (Standard Operating Procedures)

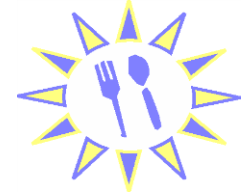
After Program Starts



CHANGES – approved by CANS

- Meal service changes can be amended
 - Submit in writing
 - New public release will be required
 - Must be approved by Julie McCord
- Closures for any reason report to CANS immediately – can be called in or emailed to julie.mccord@state.sd.us or (605)773-3110.





Appeal Rights



- Appeal Rights are in your packet (Agreement/Appeal)
- Non-reimbursable meals claimed will be taken back in an over claim based on program audit or inspection. Menu, meal count form, production records, food receipts are documentation used to verify the meal was reimbursable.

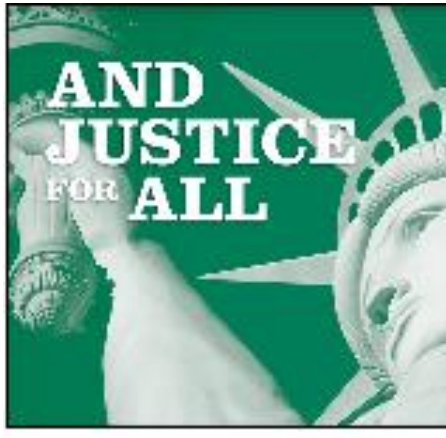
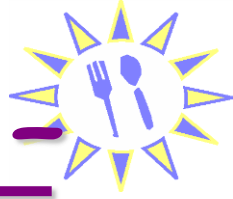
Civil Rights Training



- Switch to training

<http://doe.sd.gov/cans/documents/SFSP-Civil.pdf>

Required Civil Rights - Justice for All Poster



- Poster required at each feeding site.
- Contact Courtney Martin at 773-3413 if need new poster

Civil Rights Checklist of Sponsor



- See 2017
Sponsor
Monitor's Guide
page 12

Language ភាសា Linguaggio ЯЗЫК
Γλώσσα Język ភាសា 𑂔𑂔𑂔𑂔 𑂔𑂔𑂔𑂔 𑂔𑂔𑂔𑂔 𑂔𑂔𑂔𑂔
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Langage 𑂔𑂔𑂔𑂔 𑂔𑂔𑂔𑂔 𑂔𑂔𑂔𑂔 𑂔𑂔𑂔𑂔
भाषा భాష 𑂔𑂔𑂔𑂔 𑂔𑂔𑂔𑂔 𑂔𑂔𑂔𑂔 𑂔𑂔𑂔𑂔
Linguagem Wika 𑂔𑂔𑂔𑂔 𑂔𑂔𑂔𑂔
Sprache 语言 𑂔𑂔𑂔𑂔 Bahasa 𑂔𑂔𑂔𑂔

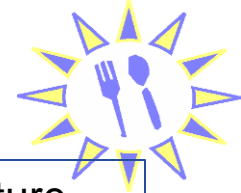


Beneficiary Data



- Sponsor must determine the number of potential eligible beneficiaries in by race/ethnic category-in Checklist item of SFSP iCAN application
- Sponsor must count the number of children at least once **during program operation** by visual determination see pages 12 and 14 Sponsor Monitor's Guide
- Plan to do during at Site Review - Racial and Ethnic Data Form required documentation 2017 Sponsor Monitor's Guide pages 31-32
- Completed Racial and Ethnic Data Form should be kept on site and a copy given to sponsor.

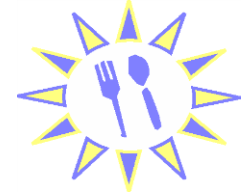
Non-discrimination Statement



- In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.
- Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.
- To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.
- This institution is an equal opportunity provider.



NON-DISCRIMINATION STATEMENT (Short Version)



"This institution is an equal opportunity provider"

● <http://doe.sd.gov/cans/index.aspx>

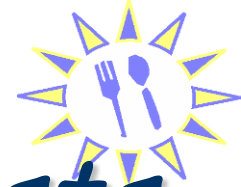
To find Non-Discrimination Statement

Non-Discrimination Statement



- The following must include the Non-Discrimination Statement
 - ▶ Press Release
 - ▶ Poster giving hours meals are served
 - ▶ Brochures advertising program
 - ▶ Websites
 - ▶ Font size minimum 11 Arial/Times New Roman





Records - Operating Costs

- Records to support the cost of food used should include:
 - ▶ Itemized receiving reports from supplier/including donated foods
 - ▶ Food inventories/manifests
 - ▶ Records of returns, discounts or other credits
 - ▶ Canceled checks or receipt of payment.



Allowable SFSP Costs

- FNS Instruction 796-4, Rev. 4
 - ▶ Operating Costs
 - Cost of food used
 - Nonfood supplies
 - Space for food service
 - ▶ Administrative costs
 - Planning
 - Organizing
 - Administration of SFSP



Alternate weather plans

- All locations must have alternate weather plans - for severe weather, extreme heat, etc. - please state how information on changes will be communicated in your community





Inventory Records

- SFSP commodities/USDA foods make sure you keep receipt of product for your records.
- Inventory - Policy Memo FD-107 requires no expired or past "Best If Used By" BIUB dates etc. in the foods used for this program.

State & Federal Reviews(Audits) /Inspections



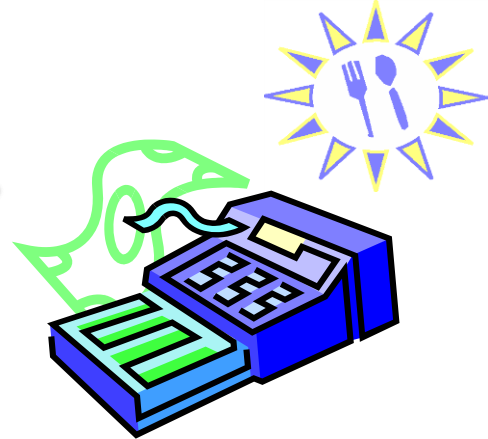
- State Agency - Dept. of Public Safety conduct program reviews.
- Health/Kitchen Inspections - City of Sioux Falls, DPS or IHS
- Reviews are conducted every 3 years or sooner due to formula requirements.
- Production Records for one week are required for inspector/reviewer.
- See Administrative Guidance for
 - ▶ Review Procedures
 - ▶ Violations
 - ▶ Corrective Action

State & Federal Reviews(Audits) /Inspections



- Missing expense documentation leads to being declared Seriously Deficient
- South Dakota has same seriously deficient checklist as Federal covered earlier in this presentation.
- Sponsor receives more reimbursement that it spends - State Agency requires corrective action of
 - ▶ Improve food quality
 - ▶ Enhance monitoring and oversight

Scope of Review



Meal count -

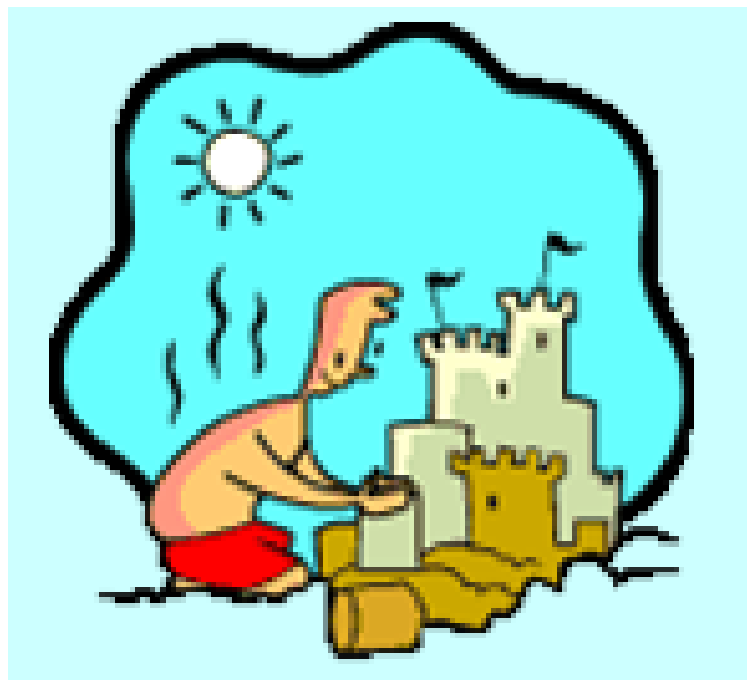
It is critical that site personnel and monitors understand the importance of accurate point-of-service meal counts. Meal counts should represent only the number of reimbursable meals actually served to children.

That is, only complete meals served to eligible children can be claimed for reimbursement. Therefore, meals must be counted at the actual point-of-service.



In Summary

SFSP Requirements for 2018



*Operates when school is
not in session*

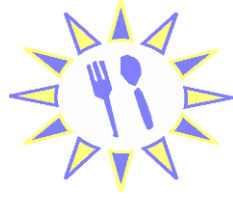


Customer Service - *Know your site...*



- Meal schedules and information
- Serving times
- Delivery schedules (not all have this)
- Approved number for site meal service

Meal Preparation



- Plan for each meal to contain all components
- Try not to prepare more meals than the amount of children that are anticipated to be in attendance
- Strive for only one meal per child





Meal Service Times

- Any meals served before the meal time can't be counted for reimbursement
- Meals served after the end of the serving time can't be reimbursed
- Meals should be available for service during the entire scheduled meal times
- Serve meals only in the designated areas

Meal Pattern



- All meals must meet the meal pattern requirements of the meal pattern approved in agreement
- OVS followed properly (optional)
- All children must receive a complete first meal before second complete meals are served (plan for 1 meal)



Civil Rights

- **Serve all meals to all children without discrimination**
- **Every child should have the opportunity to participate in the meal service**
- **Display the “... And Justice for All” poster in an area where children can see it**
- **Nondiscrimination statement must be on all printed material**

This institution is an equal opportunity provider



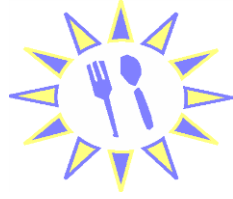
Site Supervision

- All children must remain onsite while consuming meals
- Children can not leave the service area with any component of the meal
- Field trip meals must be approved by the state in advance, before claiming
- Provide a pleasant atmosphere for children to eat



Meal Count

- Record each meal after all components are received by the child
- Document the count and keep it in file
- Clearly identify what meal service the count is for (Breakfast/Lunch)
- Record 1st meals and 2nd meals
- Record program adults and non-program adults (NOT reimbursable)



Training

- One person must be on-site at all times that has had SFSP training put on by the Sponsor.
- Make sure all staff know what a reimbursable meal looks like
- Follow all health department guidelines while serving and preparing meals
- Know where your books and SFSP training resources are located



Records

- Document the meal service on the provided production records
- Use the meal count sheets to record the meals served.
- Keep track of all receipts for food and supplies from vendors
- Keep the records in a safe place
- Turn in documentation so that the sponsor can file a claim for reimbursement



Keep all food related records



- Keep labels of food products
- Keep recipes
- Records used to verify meals:
 - ▶ Meal count sheet
 - ▶ Production Records - Labels, food specification sheets, recipes, etc.
 - ▶ Receipts

Sponsors train:



Sites

Training:

- Serving meals properly
- Taking accurate meal counts
- Keeping food and children safe
- Keeping accurate paperwork

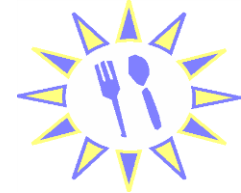




Training of site personnel *documentation*

- Training of your site staff (Date on application)
- Have workers sign roster
- Make a copy for your files
- Upload in iCAN SFSP Attachment List after training
- No claims paid until certification of training is submitted to CANS

Turnip the Beet Awards



● **Turnip the Beet:** High Quality Meals in the Summer Meal Programs

Award Overview

- USDA's Food Nutrition Service Award recognition for SFSP sponsors
- Award levels featured on Summer Capacity Builder
 - ▶ Silver
 - ▶ Bronze
 - ▶ Gold
 - ▶ <https://www.fns.usda.gov/sfsp/turnip-the-beet>

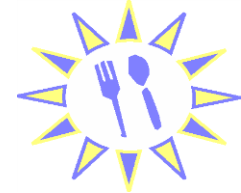


Visibility is Key



- South Dakota has banners for each site.
- Contact Julie to order a vinyl banner.

SFSP Resources



<http://www.fns.usda.gov/sfsp/summer-food-service-program-sfsp>

How To Help

- > Find a site
- > Sponsor a site
- > Manage a site
- > Raise Awareness

SFSP Tools

- > Summer Meals Toolkit
- > Program Guidance
- > Best Practices
- > Turnip the Beet!
- > Meal Patterns
- > Mapping Tools
- > Webinars & Videos

Browse by Subject

- > SFSP Fact Sheets
- > Frequently Asked Questions
- > Federal Register Documents
- > Legislation
- > Policy
- > Regulations
- > Serving Summer Meals
- > Contact State Agency

Summer Food Service Program

Print



Kansas Department of Education

Kansas is having great success at the Cole Sports Complex in Osawatomie!

1/10



The Summer Food Service Program (SFSP) ensures that low-income children continue to receive nutritious meals when school is not in session. This summer, USDA plans to serve more than 200 million free meals to children 18 years and under at approved SFSP sites.

Help us ensure that no child goes hungry this summer.

Spotlights



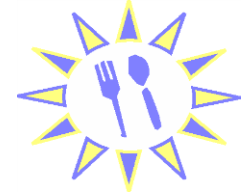
Turnip the Beet! High Quality Summer Meals Award Program



New SFSP resources for site supervisors



TEXT "Summer Meals" to 97779



Find a site near you!



Call: 1-866-348-6479

Visit: www.fns.usda.gov/summerfoodrocks

Text: "Summer Meals" to 97779

- <https://fns-prod.azureedge.net/sites/default/files/sfsp/2018sfsp-flyer.pdf>

Outreach

- Sponsors are encouraged to make use of resources

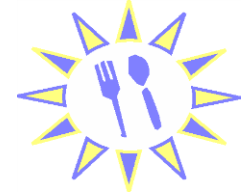
SFSP Toolkit Online link

<http://www.fns.usda.gov/sfsp/summer-meals-toolkit>

School Outreach requirements
Expanding Awareness and Access to
the Summer Food Service Program
(Policy Memo SFSP 7-2014 released
November 12, 2013)



Nutrition Resource



<http://www.fns.usda.gov/tn/team-nutrition>

> Team Nutrition Home

How To Apply

- > Become a TN School

Popular Topics

- > About Team Nutrition
- > MyPlate
- > Resource Library
- > Resource Order Form
- > HealthierUS School Challenge
- > Graphics Library
- > Training Grants
- > Local Wellness Policy
- > Webinars and Training
- > Spanish Materials

Other Useful Links

- > Team Up
- > E-Newsletter
- > Best Practices Sharing Center
- > Healthy Meals Resource System
- > Professional Standards

Team Nutrition

Print



**Summer Food.
Summer Moves.**

Games and
activities for your
summer meal site.

5/8



Team Nutrition is an initiative of the USDA Food and Nutrition Service to support the Child Nutrition Programs through training and technical assistance for foodservice, nutrition education for children and their caregivers, and school and community support for healthy eating and physical activity.

Spotlights



NEW: Webinars: CACFP
Halftime: Thirty on Thursdays
Training Webinars



NEW! Child Care Recipes

Education and Enrichment



- SFSP Nutrition Guidance Handbook
- Creating a Positive Eating Environment
- Nutrition Education
- Promoting Physical Activity
- Spotlight on SFSP Best Practices
- Q & A's



Midwest Dairy Council



Recipes Nutrition & Health Schools & Communities Farm Life Blog About Us



Farm Life



 Caring for Cows & Nourishing Communities
Discover Dairy Virtually

Nutrition & Health



Power Up with Dairy

Schools & Communities



Catch the Excitement

- Whitney Blindert MS, RD, LN
wblindert@midwestdairy.com 605 338-3776
- <https://www.midwestdairy.com/>

Summer Reading and Feeding



SOUTH DAKOTA: Summer Reading and Summer Meals!

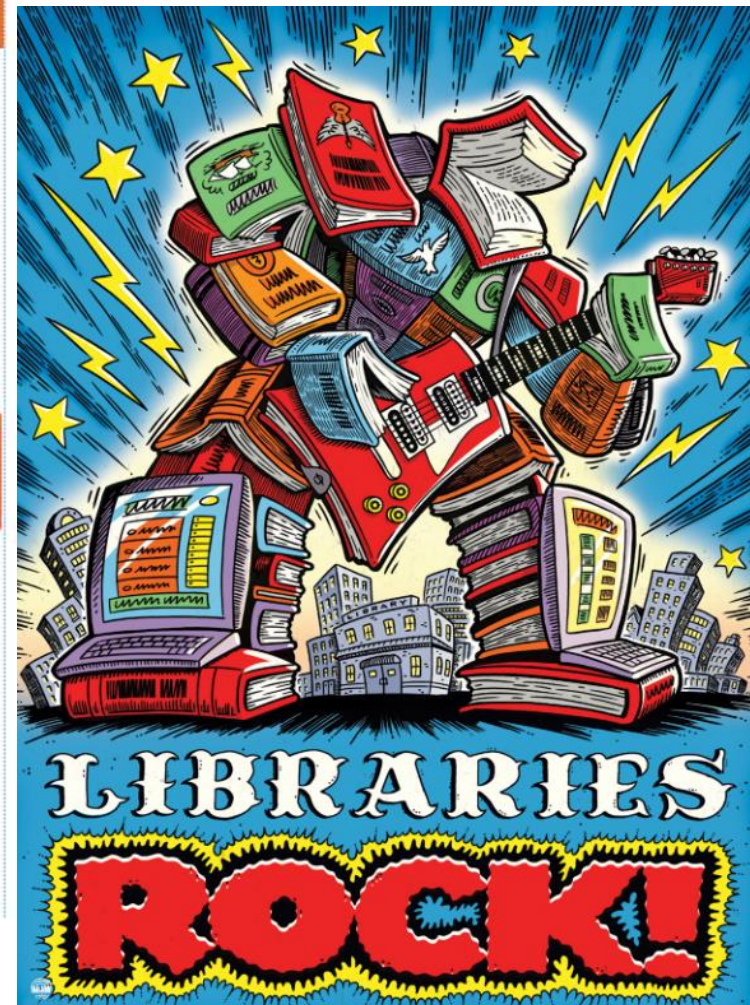


No Kid Hungry posters and bookmarks (English/Spanish)

Help feed students' minds and bodies this summer. As you plan your library's summer reading program, the South Dakota State Library Children and Youth Services and the South Dakota Department of Education Child and Adult Nutrition Services want to make you aware of the Summer Food Service Program. As part of this program, organizations across South Dakota serve free meals to the state's youth during the summer months. Children age 18 and younger may receive a meal free of charge at participating sites, which include organizations such as nonprofits, schools, libraries and local governments.

By texting "Food" to 877-877 or calling 1-866-3-HUNGRY throughout the summer, families will have access to the most current information on free feeding locations, menus, time of meal service and days and dates of operation.

<http://doe.sd.gov/cans/documents/libraries.pdf>



Help families find us



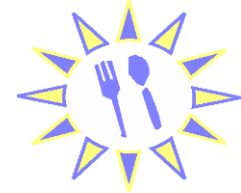
- Register your OPEN feeding site with 211 Helpline Center in South Dakota see me for contact information.
- Register your OPEN feeding site with the National Hunger Hotline at 1-866-3-Hungry or at www.summerfood.usda.gov
- As part of your planning activities, visit <https://bestpractices.nokidhungry.org/summer-meals/outreach-materials> for printable resources like posters and bookmarks. Please consider posting and distributing them at your library this summer.



Find Free Summer Meals for Children in Your Community

Call 1-866-3-HUNGRY or 1-877-8-HAMBRE (for Spanish speakers) and a live operator will tell you where the closest sites serving free, nutritious summer meals are located. Or visit www.whyhunger.org/findfood to locate sites using an online map.

No Kid Hungry Share Our Strength center for Best Practices



<https://bestpractices.nokidhungry.org/summer-meals/outreach-materials>

FREE SUMMER MEALS

TEXT "FOOD"
TO 877-877

FOOD, FRIENDS & FUN!



School's Out, Food's In.
#SCHOOLSONFOOD



center for BEST
PRACTICES

Home | About | Events

SCHOOL BREAKFAST

SUMMER MEALS

AFTERSCHOOL

EARLY CHILDHOOD

SNAP

FOOD S

Sponsor Center

SPONSOR CENTER
HOME

MOBILE MEALS
PLAYBOOK

About Mobile Meals

Mobile Meals In Action

Is Mobile Right for
You?

Mobile Meals
Calculator

Planning your
Program

Best Practices for
Mobile Operations

SPONSOR SURVEY

PROGRAM
EXCELLENCE

CHILD NUTRITION
PROGRAM GRANT
OPPORTUNITIES

FINANCIAL
MANAGEMENT

SODEXO FOUNDATION

Outreach Materials Templates

Sodexo Foundation Summer Meals Outreach Toolkit

Following are template designed outreach materials that your organization can customize to. We recommend working with a professional graphic designer to assist you with customizing graphic designer, get creative! Ask your partners or the local college or high school design d Contact Tali Caiazza at TCaiazza@strength.org if you have questions or need recommenda

- Customizable Flyer Word Doc Template English; Word Doc Template Spanish



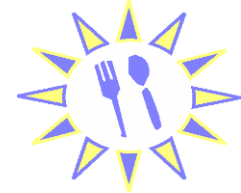
- National Poster PDF English; PDF Spanish; Customizable PDF English (Space to write in additional text)



Participation Incentives



- Speakers and presentations
- Partner with other agencies to provide activities that children will attend either immediately before or following the meal service.
- Plan Kick-off event
- Getting local support to sponsor prizes
 - ▶ Distribute calendar of events for site to help maintain attendance.
 - ▶ Back to School bags are distributed toward end of summer program.
- Birthday celebration on low participation day (week EBT is given or Fridays)



ARE YOU READY?

Have fun with your
job and the kids!



Resources



- USDA Food and Nutrition Service Summer Food Service Program 2016 and 2017 Handbooks issued as of 3/09/2018
<http://www.fns.usda.gov/cnd/summer/library/handbooks.html>
- South Dakota Department of Education - Child and Adult Nutrition Services Summer Food Service Program, 800 Governors Drive, Pierre, SD 57501-2235
<http://doe.sd.gov/cans/sfsp.aspx>
- US Department of Agriculture Summer Food Service Program
<http://www.fns.usda.gov/sfsp>
- No Kid Hungry Share Our Strength center for Best Practices
- https://bestpractices.nokidhungry.org/free-summer-meals-kids#dialog_1409
- <https://bestpractices.nokidhungry.org/summer-meals/outreach-materials>
- US 2010 Census- South Dakota
<http://quickfacts.census.gov/qfd/states/46000.html>

QUESTIONS?



- Agreement, reviews, operation: Contact Julie McCord at 605-773-3110 or julie.mccord@state.sd.us.



Thank you for your participation!

Contact your SFSP State Agency!

